

ROUTING AND TRANSMITTAL SLIP		Date
		16 JAN 86
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EXO/DDA	Bm	16 Jan
2.		
3. DDA REGISTRY		
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

D/PAO HAS ACTION WITH A DROP COPY TO D/QMS.

DO NOT use this form as a **RECORD** of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT**ROUTING SLIP**

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		X		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO	X			
15	D/PERS				
16	VC/NIC				
17	D/OMS/DA		X		
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks

TO #14: For your handling as appropriate.

Executive Secretary

16 JAN 86

Date

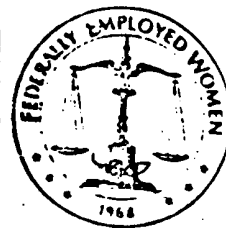
3637 (10-81)

STAT



Executive Registry

86- 0214x



Federally employed women

an organization for opportunity & equality for women in government

KI

MEMORANDUM: To Federal Agency Heads

FROM: D.C. Metropolitan Region Federally Employed Women

SUBJECT: Annual Regional Training Program (RTP)

Dates: February 21-22, 1986

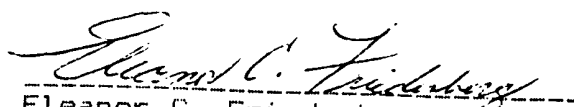
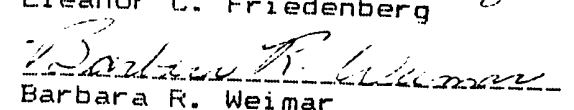
Place: National 4-H Conference Center
7100 Connecticut Avenue, Chevy Chase, Maryland

Theme: " A Healthy FEW Through a Healthy YOU"

President Ronald Reagan has stated that, " A healthier workforce means higher productivity, reduced absenteeism and less overtime." The D.C. Metropolitan Region of FEW has planned its annual training program around the theme of creating a healthy workforce through knowledge of health and healthy behaviors. Health topics will be discussed in their broadest terms--physical/mental/social/economic-- and will include nutrition, physical fitness and exercise, how our bodies "tick", intelligent use of medication, traditional vs. non-traditional approaches to health care, bioethics, environmental health hazards, mental health and the worksite, substance abuse, sexual assault and family violence, health and behavior, aging, women and retirement, and protecting future economic health.

Your assistance is requested by supporting RTP, encouraging your agency staff to attend and encouraging management of your agency's units to support employee attendance. Within available resources, cost of attending this training program may be paid by employing agencies under provisions of Title V, CH 41, U.S. Code (formerly Government Employees Training Act).

For further information and for registration material, interested persons may contact Eleanor Friedenberg (443-3367) or Barbara Weimar (443-3648) or write to FEW/RTP, P.O. Box 2105, Rockville, Maryland 20852. Thank you for your interest in and support of Federally Employed Women.


Eleanor C. Friedenberg

Barbara R. Weimar

OF 248-85

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Ethics Training Program					NO. 18-3	
FROM: Executive Officer to the DDA			EXTENSION		DATE 16 January 1986	
TO: (Officer designation, room number, and building)			DATE		OFFICER'S INITIALS	
			RECEIVED		FORWARDED	
1. D/General Counsel						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10. DA REGISTRY						
11.						
12.						
13.						
14.						
15.						

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

In late December 1985, all Directorate of Administration (DA) Offices were canvassed as to their interest in a letter received from David H. Martin, representing the Office of Government Ethics. At the same time a copy of this letter was routed to your Office. As a result of our query, responses expressing interest in an ethics training program were received from the Offices of Communications (OC) and Finance (OF). Mr. Martin's letter suggests requests for assistance be generated through the Designated Agency Ethics Official. Therefore, request you provide follow-up guidance direct to OC and OF with a drop copy of your response to this Office. Thank You in advance for your assistance in this matter.

10- Please file this package + attach a copy of response when received

Truf

STAT
STATSTAT
STAT

STAT

STAT